



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 12-10

9 March 2012

2012 Retirement Seminar Classes

1. The Human Resources Office (HRO) will host several two-day Retirement Seminar classes this year. The classes will be located at the Okinawa Armory, 8410 Okinawa Street, Sacramento, CA 95828. The first training class will be conducted from 23-24 April, with travel days on 22 and 25 April. The second class will occur from 25-26 April, with travel days on 24 and 27 April. Choose only one class, but attendance is required on both days.
2. This course is designed for all technicians whether new to the Federal Employees Retirement System (FERS), in mid-career, or within a few years of their retirement. The purpose of this training is to provide information and updates on a variety of retirement related topics. It will assist technicians in making the best decisions for their futures.
3. To register for this course, please complete the Standard Form (SF) 182 which is located at <http://www.calguard.ca.gov/cahr/Documents/Training/sf182.pdf>. Once completed please return to NGCAJ1HRO-HRDS@ng.army.mil. Thirty (30) seats are available for each class. Registration will be on a "first come, first serve" basis.
4. Lodging reservations are recommended at the following three locations: Comfort Inn & Suites, 21 Howe Avenue, Sacramento, CA 95826, (916) 379-0400; the Sacramento Marriott Rancho Cordova, 11211 Point East Drive, Rancho Cordova, CA 95742, (916) 638-1100; or Hyatt House (formerly Hotel Sierra), 11260 Point East Drive, Rancho Cordova, CA 95742, (916) 638-4141. All hotels honor the government per diem rate of \$99 per night. Please ensure that you ask for the Federal Government rate. If you are traveling by plane, you will land at the Sacramento International Airport, which is located approximately 20 miles from the three hotels. Shuttle service to and from the airport is not provided by the hotels.
5. For questions regarding classes, please contact Ms. Lisa Nagata at (916) 854-3601 or SPC Shawn Brum at (916) 854-4250. Additionally, you may email the Human Resources Development section at NGCAJ1HRO-HRDS@ng.army.mil.

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